

Finance - Accounting & Budgeting

It Is the Mission of Accounting & Budgeting to

manage the city's financial operations in an effective and efficient manner that maintains and promotes the confidence of the residents we serve and ensures economical and quality governmental service.

Description

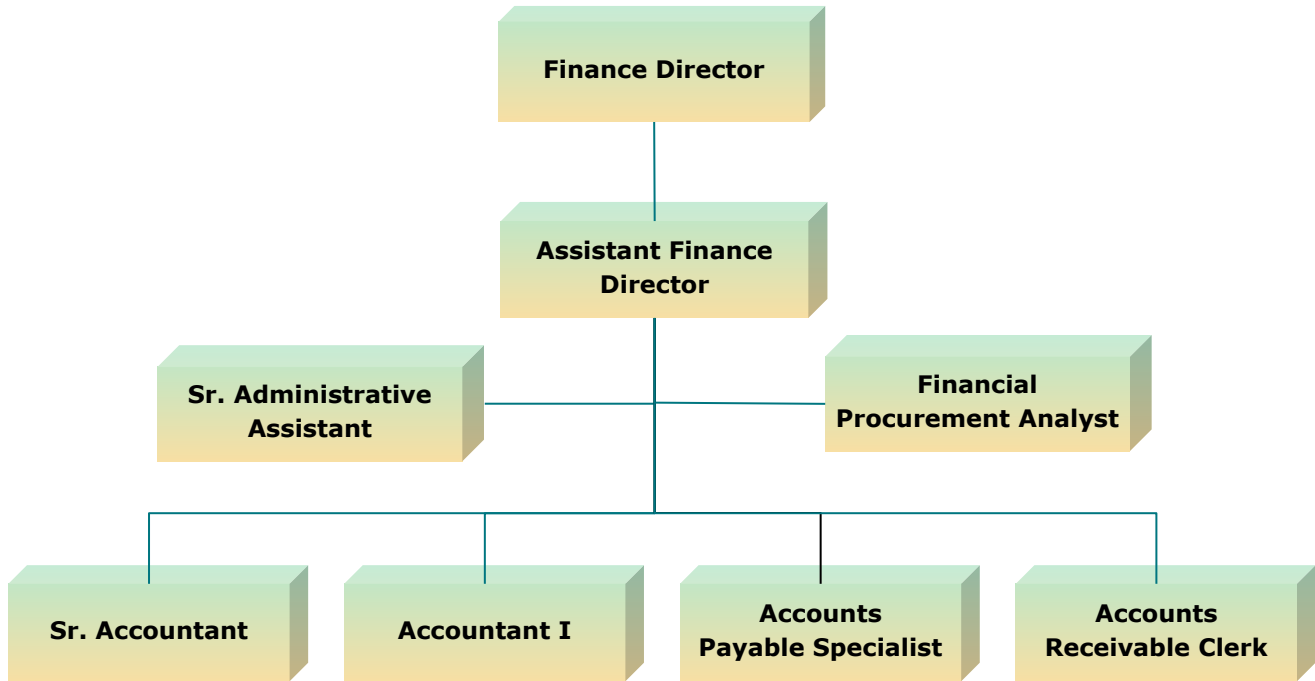
The Finance Department's Accounting & Budgeting Division plays an integral role in all financial transactions, both long and short term within the City of New Port Richey. This Division processes accounts payable, payroll, specialized billing, and provides other accounting related services. In addition, this Division coordinates the development of the annual budget, prepares the Annual Comprehensive Financial Report, and meets with financial advisors to ensure long-term financial stability.

Accomplishments of FY24

- ▶ Implemented Gravity software modules:
 - ▶ Leases to conform with GASB 87 and GASB 96 annual reporting requirements.
 - ▶ Budgeting and Capital Improvement
 - ▶ Debt Management
 - ▶ Begin implementation of Open Data
- ▶ Completed General Billing software implementation to fully retire the legacy software.
- ▶ Completed migration of the City's ERP to a SAAS environment.
- ▶ Created a Financial Policy that supports processes and an approach to fiscal issues and core financial areas.

FY25 Initiatives

- ▶ Implement a financial reporting software to improve efficiency and enhance controls in the preparation of quarterly reporting and the Annual Comprehensive Financial Report.
- ▶ Implement a procurement platform for bid creation and management.



Authorized Personnel - Full-time Equivalent

Position/Title	FY22-23	FY23-24	FY24-25
ACCOUNTANT I	1.00	1.00	1.00
ACCOUNTS PAYABLE SPECIALIST	1.00	1.00	1.00
ACCOUNTS RECEIVABLE CLERK	1.00	1.00	1.00
ASSISTANT FINANCE DIRECTOR	1.00	1.00	1.00
FINANCE DIRECTOR	1.00	1.00	1.00
FINANCIAL PROCUREMENT ANALYST	-	-	1.00
SENIOR ACCOUNTANT	1.00	1.00	1.00
SENIOR ADMINISTRATIVE ASST	1.00	1.00	1.00
Total	7.00	7.00	8.00

Accounting & Budgeting Expenditures

001042 EXP Code	Classification	Actual FY21-22	Actual FY22-23	Estimate FY23-24	Amended Budget FY23-24	Budget Amount FY24-25
41111	Department Head Salaries	125,546	105,315	104,190	104,190	107,190
41112	Division Head Salaries	73,873	55,936	79,040	79,040	79,040
41210	Regular Exempt Salaries	109,082	92,562	105,410	105,410	182,420
41299	Regular Full Time Wages	97,010	123,546	118,850	118,850	123,020
41411	Overtime	-	1,012	1,850	580	620
42111	Social Security Matching	29,185	27,214	31,220	31,220	37,660
42211	FL Retirement System	68,495	71,261	77,200	77,200	89,490
42311	Health Insurance - Regular	65,140	52,631	70,610	70,610	53,690
42312	Group Life Insurance	113	126	420	420	170
42313	Accidental Death AD&D	15	22	210	210	100
42420	Workers Compensation	756	1,425	800	610	840
Total Personnel Services		\$ 569,215	\$ 531,050	\$ 589,800	\$ 588,340	\$ 674,240
43199	Professional Svcs - Misc	25,434	54,919	50,000	50,000	40,000
43211	Annual Audit Services	33,675	20,500	45,000	45,000	55,000
44011	Travel & Training	346	3,237	2,500	5,600	4,500
44121	Telephone - Local	2,506	2,694	3,000	3,000	2,900
44134	Data Lines	289	72	-	-	-
44211	Postage	2,719	2,853	6,000	3,000	6,000
44419	Rent - Equipment	-	1,773	1,800	1,800	1,800
44481	Lease - Copier	717	1,358	1,500	1,500	1,500
44721	Forms	1,160	1,427	1,400	1,400	1,400
44799	Printing & Binding	781	2,007	1,200	1,200	1,200
44999	Other Current Charges - Misc	1,983	406	1,500	1,500	600
45111	Office Supplies	4,878	6,576	13,000	6,500	9,000
45225	Software Licenses / Support	1,800	1,404	41,200	41,200	70,750
45231	Clothing & Wearing Apparel	559	552	750	750	750
45243	Computer Supplies	7,339	3,650	5,200	4,100	1,300
45298	Inventory Adjustments	31,688	(17,423)	2,915	-	-
45411	Dues and Memberships	628	853	700	700	600
45461	Books and Publications	-	-	-	500	-
Total Operating		\$ 116,502	\$ 86,858	\$ 177,665	\$ 167,750	\$ 197,300
46418	Software	-	-	26,000	26,000	40,000
47151	Lease - Principal	1,689	-	-	-	-
47251	Interest - Leases	84	-	-	-	-
Total Capital		\$ 1,773	\$ -	\$ 26,000	\$ 26,000	\$ 40,000
Total Expenditures		\$ 687,490	\$ 617,908	\$ 793,465	\$ 782,090	\$ 911,540

**ACCOUNTING & BUDGETING
5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM**

001042		FY	FY	FY	FY	FY
EXP		24-25	25-26	26-27	27-28	28-29
CODE	CLASSIFICATION					
46418	Software					
	Procurement Software	40,000	-	-	-	-
	TOTAL	40,000	-	-	-	-

DIVISION TOTAL \$ 40,000 \$ - \$ - \$ - \$ -

Finance - Billing & Collection

It Is the Mission of Billing and Collection to

provide accurate billing information to our customers and always provide exceptional customer service, serving with courtesy, honesty, and fairness.

Description

The Finance Department's Billing & Collection Division provides billing service for approximately 10,600 customers for water, sewer, street lighting, and billing services for approximately 5,000 residential solid waste customers. The primary functions of this Division are:

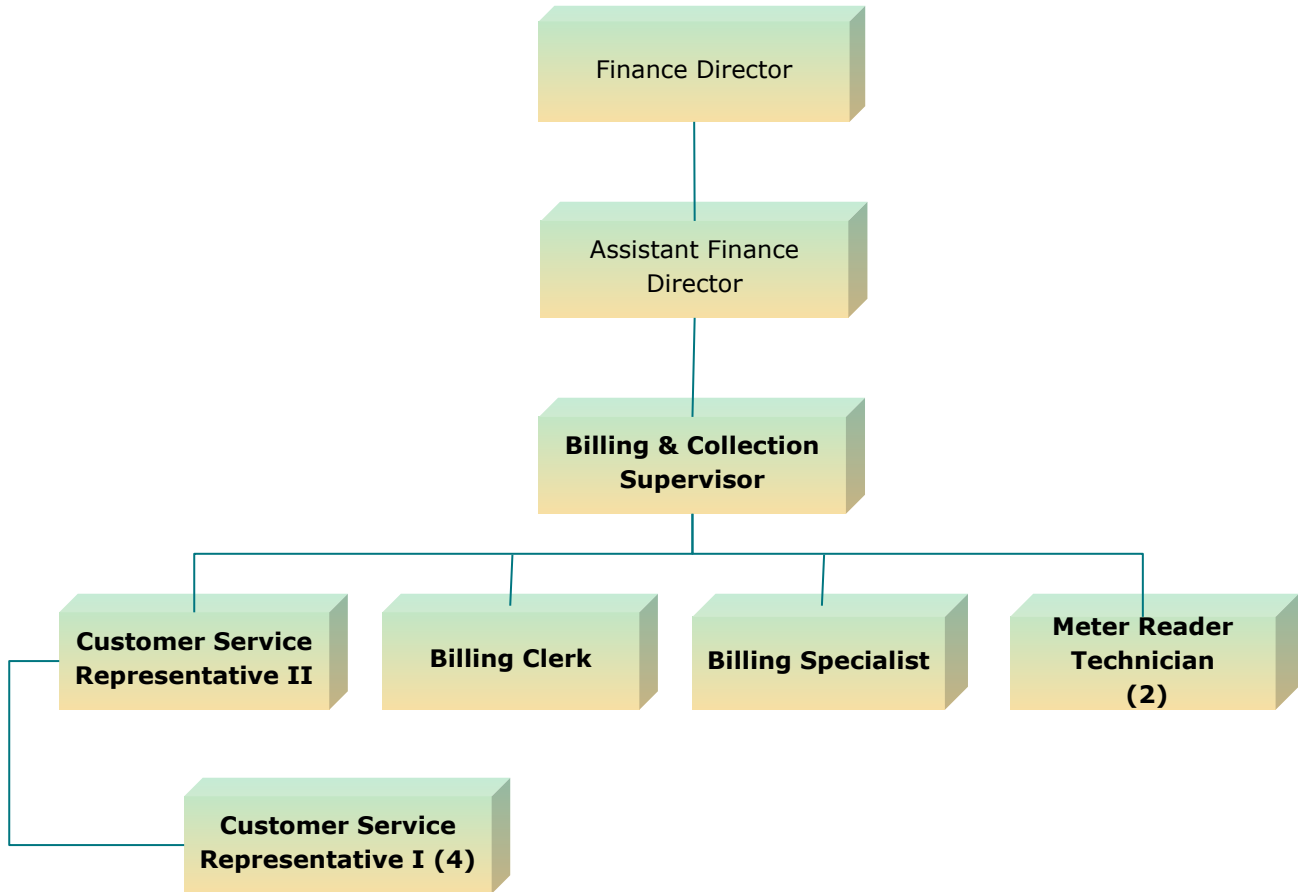
- ▶ Establishing and disconnecting water service
- ▶ Processing liens and releases of liens
- ▶ Processing title searches
- ▶ Process payments for city code and parking violations
- ▶ Processing payments for all specialized billings
- ▶ Utility payment processing
- ▶ Process payments for Solid Waste billing

Accomplishments of FY24

- ▶ Implementation of the interactive online and phone utility payment system offering customers a variety of payment options
- ▶ Completed the meter upgrade project.
- ▶ Successfully designed and implemented a systematic billing and collection portal for the billing and collecting of solid waste.

FY25 Initiatives

- ▶ Begin implementation of a single sign portal allowing customers to make payments, view usage, and leak detection.
- ▶ Begin updating and rewriting the water ordinance.



Authorized Personnel - Full-time Equivalent

Position/Title	FY22-23	FY23-24	FY24-25
BILLING CLERK	1.00	1.00	1.00
BILLING SPECIALIST	-	-	1.00
BILLING/COLLECTION SUPERVISOR	1.00	1.00	1.00
CUSTOMER SERVICE REP	4.70	4.00	4.00
CUSTOMER SERVICE REP. II	1.00	1.00	1.00
METER READER TECHNICIAN	2.00	2.00	2.00
Total	9.70	9.00	10.00

Billing & Collection Expenditures

001043 EXP Code	Classification	Actual FY21-22	Actual FY22-23	Estimate FY23-24	Amended Budget FY23-24	Budget Amount FY24-25
41112	Division Head Salaries	52,649	55,760	54,080	54,080	58,810
41299	Regular Full Time Wages	242,835	256,343	253,780	253,780	333,290
41311	Part Time Wages	6,871	-	-	-	-
41411	Overtime	6,006	3,847	4,020	3,390	4,340
42111	Social Security Matching	22,317	22,748	23,810	23,810	30,330
42211	FL Retirement System	37,474	42,703	42,240	42,240	58,450
42311	Health Insurance - Regular	68,727	62,170	52,000	90,870	49,780
42312	Group Life Insurance	157	175	540	540	200
42313	Accidental Death AD&D	21	31	270	270	40
42420	Workers Compensation	2,922	2,208	2,350	2,350	2,850
Total Personnel Services		\$ 439,979	\$ 445,985	\$ 433,090	\$ 471,330	\$ 538,090
43199	Professional Svcs - Misc	-	830	3,000	3,000	6,000
43425	Debt Recovery	900	900	2,000	2,000	2,000
43435	Outsourced Bills	18,045	20,294	20,000	20,000	20,000
43499	Contractual Svcs - Misc	375	1,512	750	1,500	1,200
44011	Travel & Training	-	-	-	500	-
44121	Telephone - Local	1,202	1,692	2,000	2,000	2,000
44134	Data Lines	273	-	-	-	-
44211	Postage	59,491	60,482	58,000	58,000	58,000
44463	Lease - Automobile(s)	-	12,654	12,720	12,720	12,660
44481	Lease - Copier	136	85	100	800	200
44571	Notary Bond	-	226	150	150	150
44621	Rep & Maint - Equipment	1,052	972	1,000	1,080	900
44631	Rep & Maint - Central Garage	150	168	1,000	500	500
44721	Forms	249	278	-	500	-
44799	Printing & Binding	242	179	100	1,000	500
44931	Credit Card Charges	120,981	73,378	-	-	-
44952	Over / Short Account	106	20	100	100	100
44999	Other Current Charges - Misc	413	309	1,500	500	500
45111	Office Supplies	3,378	3,997	4,600	3,000	4,000
45211	Fuel	7,858	5,891	7,800	6,000	7,800
45225	Software Licenses / Support	10,838	-	-	-	63,000
45231	Clothing & Wearing Apparel	964	756	2,100	1,000	1,350
45243	Computer Supplies	2,805	163	4,200	4,200	3,200
45289	Automotive Parts	222	350	3,000	1,000	1,500
45299	Operating Supplies - Misc.	973	36	500	500	500
Total Operating		\$ 230,653	\$ 185,172	\$ 124,620	\$ 120,050	\$ 186,060
46418	Software	-	-	5,700	-	39,380
46419	Leased Equipment	8,985	-	-	-	-
47151	Lease - Principal	11,518	-	-	-	-
47251	Interest - Leases	1,168	-	-	-	-
Total Capital		\$ 21,671	\$ -	\$ 5,700	\$ -	\$ 39,380
Total Expenditures		\$ 692,303	\$ 631,157	\$ 563,410	\$ 591,380	\$ 763,530

BILLING & COLLECTIONS
5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM

001043		FY	FY	FY	FY	FY
EXP		24-25	25-26	26-27	27-28	28-29
CODE	CLASSIFICATION					
46418	Software					
	Single Sign On Utility Software	39,380	-	-	-	-
	TOTAL	39,380	-	-	-	-

DIVISION TOTAL \$ 39,380 \$ - \$ - \$ - \$ -